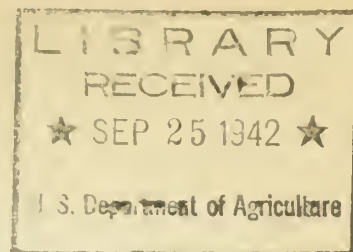


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UNITED STATES DEPARTMENT OF AGRICULTURE
DIRECTOR OF INFORMATION
WASHINGTON



September 3, 1942

OFFICE OF INFORMATION MEMORANDUM NO. 39

The Publications Booth in the Patio of the
Administration Building

The work and functions of the Free Publications office, formerly in room 515, Administration Building, have now been transferred to the patio. The chief function of that office was to furnish material to the public calling in person for it. At the new location it will now be available more conveniently. Not only does that office give free publications to those calling for them but it also acts as a sales agency for the Superintendent of Documents and sells copies available only by purchase.

It will continue to supply single copies for reference of any available publications to those in the building or in the Department who call or send for them. The office is not equipped, however, to supply them in quantities or to mail them out on telephone request or to deliver them personally. When mailing service is desired, the Distribution Section (Extension 5596) will gladly handle it. Both local and out-of-town emergency mailings are done at the Publications warehouse. Several postal collections are made there daily.

The cooperation of all those needing these services will be appreciated in strictly observing the conditions here indicated.

Morse Salisbury

Morse Salisbury
Director of Information

